

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Assistant Director - Community Development	<u>Revision Date:</u> 08/2014
		<u>EEO Category:</u> Official/Admin.
		<u>Status:</u> Exempt (Exec)
		<u>Control No:</u> 20667

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general supervision of the Community Development Director, assist with the management of all department facets, operations, budgets and personnel. Supervises personnel.

III. Essential Duties:

- Assist Department Director in the planning, development and implementation of department-wide activities and programs.
- Represent the Department Director at meetings or functions within the department, with other City departments, or with outside organizations.
- Manage department budget and prepare budget proposals.
- Manage and coordinate department personnel activities.
- Manage and oversee department purchasing activities.
- Perform research and analysis of all Community Development budgets, programs, and operations, including but not limited to: contracts, records coordination, City Council presentations, departmental correspondence, resolution of city complaints, and administrative detail.
- Develop and coordinate regular department training.
- Administer and manage special projects.

IV. Marginal Duties:

- Respond to public inquiries, complaints and requests.
- Perform other duties as assigned

V. Qualifications.

Education: Requires a bachelor's or master's degree in planning, public administration, business administration or related field.

Experience: Requires four (4) years of planning/project management experience with at least two (2) years of supervisory experience.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Principles and practices of management including, local governmental administration of budgeting, procurement, computer applications, data collection, research and analysis, personnel policies and procedures, business licensing, and public relations. Working knowledge of land-use ordinances, development regulation and general development processes.

Responsibility for: Great responsibility for supervising subordinates; managing multiple assignments; organizing and delegating assignments; establishing meaningful goals; prioritization of tasks and coordinating department-wide activities that facilitate the operations and functions of the department

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact other departments requiring tact and judgment to avoid friction; effectively communicate both written and verbally; prepare and make public presentations; establish effective working relationships with other department managers and employees; effectively communicate with local community executives and leaders.

Tool, Machine, Equipment Operation: Requires regular use of office equipment, including a computer, copier, calculator, telephone and cell phone.

Analytical Ability: Organize, delegate and establish meaningful goals; prepare and present complex reports; apply complex concepts for solutions to problems; work independently with little supervision; have a well-developed sense of strategy and timing. Possess skills and ability to exercise discretion and independent judgment especially when making decisions that affect other people.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; mental pressure and fatigue exist during a normal workday; extensive contact with the public; extensive time spent as liaison to other city department; overtime with night meetings and weekend work required; deadline oriented; heavy emphasis on quality; Frequent stress from interpersonal interactions with public, city administration, developers, and city council.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED _____ Date _____

PERSONNEL DEPT. APPROVED _____ Date _____